

Renewal

6.000 Biennial Renewal (Vehicle Code §9861)

Vessel registration expires on December 31 of every odd-numbered year and **must be** renewed on or before midnight of that date to avoid a 50% penalty. Renewal billing notices are mailed from Sacramento approximately two months before the expiration date. A vessel **must be** located in California to be renewed. A Certificate of Non-Operation **is not** acceptable for vessels (see §6.035).

The biennial renewal fee is due in addition to any other fees due on original/transfer applications submitted within 30 days of the expiration date. The fees due for original applications submitted on or after January 1 of the expiration year are the original registration fee **and** 50% of the biennial renewal fee.

A new application and registration fee **must** be submitted for any dealer or manufacturer vessel number that is **not** renewed prior to midnight of the expiration date. A Certificate of Non-Operation (CNO) is **not** acceptable.

6.005 Fee-Exempt Vessel Renewals

Fee-exempt renewals are processed the same as regular renewals, except no fees are due. Fee-exempt vessels are identified by the two-letter suffix in the CF numbers as follows:

LC - Government owned livery

XS - Owned by the Federal Government

XS - State owned

YB - Owned by a youth group

XC - Owned by a city, county, district, or other municipality.

For information on fee-exempt special numbers see Chapter 2 §2.020.

6.010 Vessels with Delinquent Property Taxes (Vehicle Code §§9880, 9900; Revenue & Taxation Code §§227, 3205; Harbor & Navigation Code §503)

The department **shall not** renew or transfer title to or interest in a vessel if the county tax collector has notified the department that taxes for the vessel are delinquent.

After the delinquent taxes have been paid or the delinquency is otherwise satisfied, the county tax collector will either issue a Vessel Tax Disposition (BOAT 120) form to the vessel owner **or** update the department's vessel record and remove the vessel tax hold. The vessel registration can then be renewed.

6.015 Renewal With a Renewal Billing Notice (Vehicle Code §9860)

To renew registration using a renewal billing notice, complete the following:

- Verify that the address shown on the notice is correct. If there is a change of residence or vessel location (the vessel **must be** located in California), print the new address directly below the old address, and line out the old address in the appropriate section.
- Collect the amount shown on the billing notice.
- Issue a Miscellaneous Receipt and Temporary Certificate of Number (BOAT 103).
- Issue a vessel sticker (BOAT 104). Verify the serial number of the new stickers to be issued. Log the sticker number and the vessel CF number in the appropriate spaces on the Miscellaneous Receipt and Temporary Certificate of Number (BOAT 103).
- Give the applicant the stickers and the white copy of the Miscellaneous Receipt and Temporary Certificate of Number (BOAT 103).
- Log the information on the transmittal sheet (ADM 173-1).
- Staple the pink copy of the Miscellaneous Receipt and Temporary Certificate of Number (BOAT 103) to the application.



It is imperative that receipts and stickers be issued in sequence, because these are accountable items.

For more information on forms see Chapter 1, sections 1.030-1.040.

6.020 Renewal Without a Renewal Billing Notice

If the applicant does not have the renewal billing notice, renewal may be completed as follows:

- Obtain the Certificate of Number (or a photocopy) for the last year of registration.
- Collect the renewal fee. (See Chapter 3, Vessel Registration Fees and Use Tax.)
- Issue a Miscellaneous Receipt and Temporary Certificate of Number.
- Issue a Vessel Registration Sticker (BOAT 104). Verify the serial number of the new stickers to be issued. Log the sticker number and the vessel CF number in the appropriate spaces of the Miscellaneous Receipt and Temporary Certificate of Number (BOAT 103).
- Give the applicant the stickers and the white copy of the Miscellaneous Receipt and Temporary Certificate of Number (BOAT 103).
- Log the information on the transmittal sheet (ADM 173-1).
- Staple the pink copy of the Miscellaneous Receipt and Temporary Certificate of Number (BOAT 103) to the old Certificate of Number.

Some applicants may not have received the prior year California Certificate of Number or a renewal billing notice, although they may have last year's registration sticker on their vessel. This may be due to:

- An old address on the database.
- The transaction is being held in the incomplete correspondence file in Sacramento, awaiting additional clearance from the applicant.

When applicants have not received the prior year Certificate of Number or a renewal billing notice, call the Headquarters Vessel Unit at (916) 657-6893.

6.025 Application of Stickers

It is recommended that each applicant be advised to remove the old sticker from each side of the vessel. The new sticker contains instructions on the reverse side for proper application.

6.030 Receipt of Renewal Stickers

Upon receipt of renewal stickers, verify the numbers with the Notice of Transfer of Accountable or Controlled Items (ADM 518), sign the white copy, and return it to:

Department of Motor Vehicles
Occupational Licensing, MS L224
PO Box 932342
Sacramento, CA 94232-3420

After December 31, list on the Miscellaneous Statements of Fact (REG 256), the beginning and ending numbers of the previous year stickers on hand. Send the Miscellaneous Statements of Fact to the Occupational Licensing Unit and destroy the old stickers.

6.035 Certificate of Non-Operation (REG 102)

A Certificate of Non-Operation (REG 102) cannot be accepted for vessels. A Miscellaneous Statements of Fact (REG 256) is required if the vessel has been in dealer inventory.

6.040 Duplicate Certificate of Number (Vehicle Code §9867)

There is no fee for a duplicate Certificate of Number (Registration Certificate) which is requested in conjunction with another application (i.e., transfer, duplicate Certificate of Ownership, substitute CF number, etc.). There is a fee for the duplicate Certificate of Number, if that is all that is being requested. (See Chapter 3, Vessel Registration Fees and Use Tax.) The requirements for obtaining a duplicate Certificate of Number **only** follow:

- Have the customer complete the Application for Duplicate (REG 156) and check the box for duplicate Certificate of Number.
- Indicate whether the original was lost, stolen, mutilated, is illegible, or has not been received. If it is mutilated or illegible, attach it to the application. If it has not been received from the department, a no-fee substitute may be issued.
- Collect the duplicate fee.
- Issue a Miscellaneous Receipt (BOAT 103).

6.045 Substitute Sticker (Vehicle Code §9867)

If a customer requires a substitute sticker:

- Have the customer complete the Application for Duplicate (REG 156) and check the box for substitute vessel sticker.
- Indicate whether the original was lost, stolen, mutilated, is illegible, or has not been received. If it is mutilated or illegible, attach it to the application. If it has not been received from the department, a no-fee substitute may be issued.
- Collect the substitute fee. (See Chapter 3, Vessel Registration Fees and Use Tax.)
- Issue a Miscellaneous Receipt and a new sticker. Be sure to enter the new sticker number on the receipt (BOAT 103).



If the Certificate of Number is also lost, mark the box for Certificate of Number and substitute sticker. No additional fee is required to obtain a duplicate Certificate of Number in conjunction with a sticker.